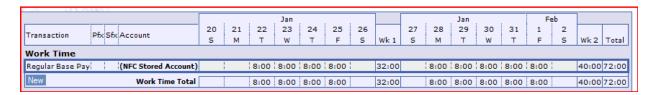
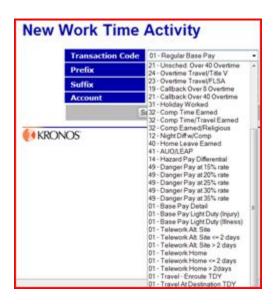
## **Procedure for Documenting Telework Hours Using WebTA**

The guidance below applies to employees on an occasional or infrequent telework schedule. Employees on a fixed or regular telework schedule should modify their default schedule.

- 1. Open WebTA and click on "T&A Data"
- 2. Click on the "New" Button under Work Time



3. Select the appropriate Transaction Code – Telework Alt Site or Telework Home.



4. Click "Save" and Indicate the Number of Hours Teleworked Each Day.

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		. Jan							, Jan ,				Feb				
Transaction Pfx Sfx Account	20	21	22	23	24	25	26		27	28	29	30	31	1	2		
	S	М	Т	W	Т	F	5	Wk 1	S	М	Т	W	Т	F	S	Wk 2	Total
Work Time																	
Regular Base Pay			8:00					8:00		8:00	8:00	8:00	8:00	8:00		40:00	48:00
Telework Home (NFC Stored Accoun	t)			8:00	8:00	8:00		24:00									24:00
New Work Time Tot	al		8:00	8:00	8:00	8:00		32:00		8:00	8:00	8:00	8:00	8:00		40:00	72:00

5. Click "Update" or "Save/Return" or "Validate" to complete the process.